

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 February 1957

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report #9, 20 February - 26 February 1957

1. Significant Items:

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Word has been received from [] D/DTR, that Col. L. K. White has viewed favorably the suggestion that an Intelligence Support Exhibit be created and made a part of Intelligence Orientation. [] prepared rough notes and supporting visual aids to be used by the DTR in presenting the proposal to the representatives of the various DDS components at the DDS Staff Meeting on Wednesday, 27 February.

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2. Other Activities:

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a. On Wednesday, 20 February, [] delivered a lecture, Introduction to Reports Writing, to the Investigators Course given by the Office of Security.

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b. On Wednesday, 20 February, [] made the final arrangements for special handling of a number of Medical Office personnel. Coordination on this program involved [] and the OTR Registrar. The formal request from the Medical Office to OTR that this program be instituted should arrive in the Office of Training within the next few days.

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c. On Thursday, 21 February, the staff of Introduction to Intelligence met to discuss the status of various programs currently under development. [] outlined the progress and future plans for the special course for Office of Security personnel. Also discussed were the tutorials to be arranged in connection with the orientation of certain Medical Office personnel, the arrangements for handling an expected registration of over [] students for IQ#7 and minor changes in the content and conduct of Introduction to Intelligence.

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d. On Thursday, 21 February, [] met with [] of the A&E Staff. [] explained the results of detailed Item Analyses made on the test covering Introduction to Intelligence. This was one of the first steps toward the revision of the test in order to make it more valid as an instrument for greater discrimination among student performances.

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e. On Monday, 25 February, the staff of Introduction to Intelligence met both in the morning and in the afternoon. In the morning the subject for discussion was the revision of the former Intelligence Cycle paper. [redacted] rewrite of this material was reviewed in detail and it was decided to include a seminar on the subject in IO#7. In the afternoon the staff went over in detail the various individual reactions to the suggestions made by [redacted] relevant to major changes in the content and method of presentation of IO. The conclusions reached will be prepared in memo form for submission to C/IS. 25X1

f. The paper which [redacted] has been preparing on Basic Intelligence Concepts is in final draft form. We hope to be able to use this paper in place of the Collection Manual in IO#8. Though not as comprehensive a study of Collection as was undertaken in the Collection Manual, this paper, which includes basic concepts of production, dissemination and use, will serve the needs of Introduction to Intelligence better than does the present manual. 25X1

g. [redacted] attended the Office of Training Secretaries Workshop on Monday, 25 February. 25X1

h. The Introduction to Intelligence schedule for IO#7 has been completed and reproduced.

3. Personnel Notes:

[redacted] is still out of town presenting the Writing Workshop for Office of Communications personnel. 25X1



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